

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2016-101    **Issue Date:** 05-25-16    **Closing Date:** 06-08-16

**Legal Assistant**  
**YN Public Defender/Legal Aid Services Program**  
**Department of Justice Services**  
**Hourly Wage: \$15.29/Regular/Full-Time**

Responsible to provide professional administrative support services for the Yakama Nation Public Defender – Legal Aid Services Program. Acts as the office receptionist and greets public in a warm and professional manner. Conducts initial screening of clients and prepares intakes which may require client meetings in the Tribal Correctional Facility. Prepares routine correspondence and maintains filing system, office court calendar and appointment book. Copies, certifies and files court documents as prepared by attorneys/advocate. Maintains office statistics and prepares monthly, quarterly and annual reports. Assists with preparing financial reports, travel authorizations, office supply orders and other secretarial duties as needed. Maintains reception area and general areas of the office in a clean and tidy work space. Duties are extremely confidential, complex and specialized as relative to a civil and criminal defense law office. Position requires self-initiative, teamwork, accuracy and public relations ability. Work is performed under the oversight of the YN Public Defender Program Manager.

**Knowledge, Skills and Abilities:**

- Ability to maintain strict confidentiality and security of client and program information.
- Ability to work under pressure.
- Ability to meet daily deadlines.
- Ability to work independently.
- Ability to understand and execute oral and written instructions.
- Ability to effectively express ideas orally and in writing.
- Ability to use correct & effective grammar when communicating orally and in writing.
- Ability to operate standard office equipment such as fax, copier, calculator, telephone.
- Ability to use a computer, various software and internet.
- Ability to establish and maintain effective working relationships.
- Ability to prepare letters, memoranda, and legal documents in a timely manner.
- Ability to maintain to professional appearance and environment congruent with the mission of the Public Defender Program.

**General Recruiting Indicators:**

- One year secretarial experience in a legal office AND a combination of education or training that demonstrates ability to perform the duties of this position. OR, Substitute, on a month-for-month basis, successful completion of college courses or training in business administration or an advanced secretarial training program, OR, three years of progressive satisfactory clerical work experience as an Office Assistant III.

**Special Requirement:**

- Required to pass a pre-employment drug test.
- Required to pass a pre-employment criminal and financial background check.
- Must be an enrolled Yakama.
- Must be of moral character.
- Must be knowledgeable of the Yakama Nation Law & Order Code.
- Must have no felony or criminal misdemeanor convictions within the past 5 years.
- Must possess a valid and unrestricted Washington State Driver's License with the ability to obtain a Yakama Nation Tribal Drivers Permit.